

Tegucigalpa, M.D.C.
November 17th, 2015

Dear Prospective Offeror /Quoted:

(Desktop computers)

The American Embassy Honduras – INL has a requirement for desktop computers, to be delivered to Embassy Warehouse. You are invited to submit a quotation. The Request for Quotations (RFQ) consists of the following sections:

1. Request For Quotation (RFQ 1 and 2) Standard Form SF-18 (attached)
2. Evaluation method. (Lowest price)
5. Late quotations won't be accepted.

The Embassy plans to award a credit card order, **if company accepts credit cards as method of payment. Please make sure to reflect any additional cost for credit card payments in your offer.** You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors with regards to price quotations to be submitted. The RFQ does not commit the American Embassy – INL to make any award. The Embassy may cancel this RFQ or any part of it.

Please read the RFQ carefully, and if you are interested, fill out items 11(e,f), 12, 13,14,15,16 and submit your quotation. **Return the completed SF-18 to the address shown in item 9 of the SF-18 (American Embassy, Avenida La Paz) by December 2nd, 2015 at 16:00 hrs, with attention to: Wendolyn Flores and by E-mail at floresws@state.gov, Oral quotations will not be accepted.**

In addition to SF-18 Form please send a regular quote including all required information to evaluate your proposal (delivery time, etc.).

Please let me know if you have any questions.

Best regards,

Wendolyn Flores
COR/GOR/Purchase card holder
U.S. EMBASSY HONDURAS - NAS